

**POLICE CONDUCT OVERSIGHT COMMISSION**  
**August 12, 2014**  
**Outreach Committee Chair Report**

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Chair Brown and Commissioners,

The Outreach Committee met on July 24, 2014. Commissioners Giraud-Isaacson and Singleton were present, as well as Committee Clerk Leda Schuster.

The Committee had seven items of old business: (1) the PCOC's planned off-site meeting; (2) the Committee's liaison duties with the Civil Rights Commission; (3) the Civil Rights Department 50th Anniversary Celebration of the Civil Rights Act; (4) the City of Minneapolis Transgender Work Group; (5) development of an outreach kits; (6) the planned Continuing Legal Education program; and (7) invitations to join Outreach meetings. In addition, the Committee discussed the issue of emails from the public.

**I. OLD BUSINESS**

***A. Off-Site Meeting***

The PCOC moved on July 8, 2014, to host its October meeting off-site. The Outreach Committee is currently arranging to host the meeting on October 14, 2014 at the Minneapolis Adult Education Center, located at 2225 Lake Street, just off the Lake Street/Midtown light rail station. The Chief's office has confirmed that Chief Janeé Harteau will attend the meeting, and OPCR has confirmed it will present the Quarterly Report for third quarter data. The Outreach Committee will be working with OPCR over the next two months to work with community partners and to publicize the event.

***B. Civil Rights Commission Liaison***

Commissioner Singleton plans to attend the Civil Rights Commission's Public Relations and Education meeting on August 18.

***C. Civil Rights Act 50th Anniversary Celebration***

On July 31, the Civil Rights Department held the closing ceremony to its Summer of Civil Rights.

***D. Minneapolis Transgender Work Group***

Commissioner Singleton followed up with Andrea Jenkins regarding PCOC's involvement in the Transgender Work Group but currently there are no new developments.

***E. Outreach Kit***

The Committee discussed testing out the outreach kit developed by Commissioners Rude and Singleton at outreach events this year to refine communication and engagement with the public about the PCOC.

### ***F. Continuing Legal Education Program***

Commissioner Singleton and Legal Analyst Ryan Patrick have developed a Continuing Legal Education (“CLE”) program for August 22. The CLE will cover the process of filing a complaint and how the PCOC uses audit information to make policy recommendations. Throughout the CLE, Patrick and Singleton will discuss ethical considerations attorneys should keep in mind when advocating for a client who might file a complaint.

### ***G. Invitations to Outreach Meetings***

The Committee discussed extending invitations to community members and groups to attend Outreach meetings. MPD community liaison Sherman Patterson has accepted an invitation to attend the Outreach Committee’s Sept. 25 meeting. Additionally, an invitation has been extended to Neighborhoods Organizing for Change Executive Director, Anthony Newby, who via letter delivered on June 26, expressed interest in engaging with the Outreach Committee.

## **II. II. NEW BUSINESS**

### ***A. Emails from the Public***

At the July 8 PCOC meeting, the PCOC referred the issue of distributing emails sent by the public to PCOC@minneapolismn.gov. The OPCR expressed liability concerns regarding preserving data subject to a retention schedule under the Minnesota Data Practices Act, making emails available to the public, and reducing the likelihood that commissioners will violate the Open Meeting Law by discussing forwarded emails outside of an official meeting. OPCR explained that to address these concerns, it will print all emails received and file them in a publically available binder that will be kept in the OPCR office and available at PCOC meetings. Commissioner Singleton met with Director Browne to further discuss available distribution options, and they have agreed to test this method. Commissioners are encouraged to provide feedback to the Outreach Committee about this process so that it can continue to work with OPCR to facilitate communication from the public without subjecting OPCR or commissioners to liability.

Sincerely,

/s/ Jennifer L. Singleton

Jennifer L. Singleton  
PCOC Outreach Committee Chair